

STORM WATER POLLUTION PREVENTION PLAN TEMPLATE

Name of Event: _____

Event Location: _____

Address (if applicable): _____

Event Contact Name: _____ **Phone:** _____

Clean-up Crew Leader: _____

Title: _____

Phone: _____ Cell: _____

Responsibility: _____

1. Storm Drain Site Map

Present a site map (this information can also be included in the site plan and/or route map) of the event showing the following features:

- ☐ The location of all portable toilets, trash and recycling containers, and trash receptacles
- ☐ Location of all storm drain inlets, including curb inlets, grates, and other discharge points. In addition, include all locations of storm drain protection devices and/or run-off containment features.
- ☐ A detail of the food and/or cooking area and location of spill kits
- ☐ Fuel storage and/or generator locations
- ☐ Placement of vehicles and/or trailers
- ☐ Show details of any inflatable rides, carnival or mechanical rides, and animal attractions
- ☐ The location of activities and materials that have the potential to contribute to pollution must be depicted on the site map

2. Potential Sources of Pollution

The following have been identified as potential sources of pollution during the event (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Outdoor storage/staging areas | <input type="checkbox"/> Water attractions or rides |
| <input type="checkbox"/> Food concession and preparation | <input type="checkbox"/> Mechanical equipment and/or rides |
| <input type="checkbox"/> Eating and picnic areas | <input type="checkbox"/> Vehicle and/or equipment leaks |
| <input type="checkbox"/> Trash and recycling areas | <input type="checkbox"/> Pet and animal waste |
| <input type="checkbox"/> Event activities (please be specific) | <input type="checkbox"/> Portable restroom areas |
| | <input type="checkbox"/> Any other areas or activities that have the potential to contribute to storm water pollution. |

3. Best Management Practices

Date/Time BMPs will be installed: _____

Date/Time BMPs will be removed: _____

The following is a list of BMPs that can be implemented for the special event. Select the BMPs most appropriate for the event and describe how BMPs will be implemented. BMPs must be implemented before, during, and after the event. Select all that apply and provide detailed information about how each will be implemented.



- A. Good Housekeeping:** describe which good housekeeping practices will be implemented to maintain a clean and orderly venue
- ☐ Keep site free of litter and debris. Place trash cans and recycling receptacles around venue the site to minimize litter.
 - ☐ Frequently inspect BMPs to ensure they are performed as required.
 - ☐ Trash and recycling receptacles will be frequently checked and emptied.
 - ☐ Keep heavy equipment in good working condition. Inspect frequently for leaks and repair as needed. Perform major equipment repairs away from the storage area.
 - ☐ Dry sweep paved surfaces. Cleanup materials such as brooms, shovels, dustpans, and sweepers must be available throughout the event.
 - ☐ Paved areas should be swept weekly for collection and disposal of loose solid materials, and not hosed into a storm drain or conveyance system.
 - ☐ Distribute information during staff and vendor training sessions and meetings.
 - ☐ The streets will be swept after the event.
 - ☐ Announce pollution prevention public service announcements during the event.
- B. Preventative Maintenance:** describe which preventive maintenance BMPs will be implemented to help prevent the discharge of pollution to the storm drain system.
- ☐ Locate and protect storm drains on-site with berms or filters during the event.
 - ☐ Gutters, storm drains, catch basins, and other storm drainage features should be regularly inspected and cleaned so that pollutants do not accumulate.
 - ☐ Place materials on pallets, when possible, to avoid contact with storm water run-on and run-off.
- C. Spill Response:** describe how staff will respond and/or prevent spills during the event.
- ☐ Keep rags, damp mops, and absorbents readily accessible. Dispose of waste properly.
 - ☐ Never hose down pavement or impervious surfaces where fluids have spilled. Use dry clean-up methods, whenever possible.
 - ☐ Report any significant spills to the city.
 - ☐ Train employees and vendors to routinely check for leaks and spills.
- D. Training and Awareness:** describe how staff, vendors, and participants will be trained in pollution prevention.
- ☐ Staff, vendors, and participants should be informed about the storm water requirements, their responsibilities, and how event activities could potentially contribute to storm water pollution.
 - ☐ Make storm water pollution prevention and BMP information is available.
 - ☐ Training, at a minimum, should include:
 - ☐ SWPPP requirements
 - ☐ Spill response and reporting
 - ☐ Good housekeeping
 - ☐ BMPs
 - ☐ Waste handling and storage procedures

E. Waste Handling and Recycling: describe how trash will be managed, stored, and disposed of during and after the event.

- ☐ Cover and maintain waste containers and check frequently for leaks. Lids must be kept closed at all times. If lids cannot be provided for the waste containers or they cannot otherwise be covered, designate a waste storage area and provide secondary containment.
- ☐ Never clean out a dumpster by hosing it down. When cleaning the containers, all rinse water from cleaning must be disposed of to a sanitary sewer or septic system.
- ☐ Dispose of all wastes and debris properly.
- ☐ Recycle all recyclable materials.
- ☐ Staff must be trained to frequently check waste storage for leaks and to ensure that dumpster lids are on tightly.
- ☐ The waste storage area must be swept or otherwise cleaned frequently to collect all loose solids for proper disposal. Do not use a water hose to collect or clean solids.
- ☐ If the amount of waste accumulated appears to frequently exceed the capacity of the dumpster, then another container should be obtained and utilized.
- ☐ Provide secondary containment for all portable restrooms.

F. Inspections: event organizers will conduct inspections throughout the event to determine if the storm water pollution prevention controls are being effectively and properly implemented. Specific BMPs that are not working as intended or properly implemented will be noted and brought to the attention of the appropriate maintenance staff. If problems are found during the inspection, event staff will determine whether operation and maintenance activities require modifications in order to comply with the SWPPP or if the BMPs need to be revised.

4. Special Event Site Compliance Inspection

The city will conduct a storm water inspection to evaluate the effectiveness of the SWPPP. The inspection will verify that potential pollution sources have been adequately identified in the SWPPP and that the BMPs prescribed are being properly implemented and maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and necessary corrective actions. Applicable fees may apply.

